

Employment Opportunities Bulletin

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Durham County Government's website is www.durhamcountync.gov

This publication (which is updated every Monday) lists jobs with Durham County Government for which applications are being accepted. Some jobs also request other documents to accompany the application therefore, a thorough review of the requirements for the jobs that you are interested in is imperative. Applications that come in without the proper documents will be eliminated and marked as "incomplete". **A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION LISTED. ONLY A DURHAM COUNTY APPLICATION FOR EMPLOYMENT WILL BE ACCEPTED.** You can apply for jobs in one of the following ways:

1. Download the application and any required supplemental forms; fill in completely and: email to humanresources@durhamcountync.gov
2. Fax to (919) 560-7902
3. Mail to 200 E. Main Street, 3rd floor, Durham, NC 27701
4. Come to 200 E. Main Street, 3rd floor and complete a handwritten application

Human Resources accepts applications weekdays from 8:00AM to 5:30PM, except holidays. **Durham County applications must be received by 5:30 PM of the closing date indicated for each position. Your application for any job does not guarantee that you will be contacted by the department for further consideration.** As a condition of employment, individuals hired by the County are required to present proof of identity and of their legal eligibility to work in the United States before they can begin work. **It is Durham County's policy that no persons will be hired who owe real or personal property taxes to the County.**

PLEASE POST February 15, 2010

PROFESSIONAL POSITIONS

LME MEDICAL DIRECTOR **(Mental Health)**

\$131,706 - \$226,742

Provide direction, leadership and oversee clinical/medical operations at The Durham Center LME in the areas of utilization review, quality improvement, service access, developing, implementing best-practices and the development of related policies and procedures. Assist in the development and implementation of behavioral health policies as they relate to services access and utilization and provision of clinical supervision and assist to ensure staff conducting authorization reviews operates within the scope of their areas of clinical expertise. Ensure proper authorization and review of covered services. Assist in the development state/county funded benefit plan. Experience with public community mental health services and consumers with serious mental illness, co-occurring mental illness and substance abuse, children who are emotionally disturbed, as well as experience with developmental disabilities population is highly preferred. **Requires** graduation from an accredited school of medicine and board certified in psychiatry with five years of experience in proactive psychiatric medicine.

Special Requirement: Must be licensed to practice medicine in the State of North Carolina.

Appointment Type: Regular
Date Posted: November 30, 2009
Closing Date: Open
Position No.: 40005900

LME SUBSTANCE ABUSE SPECIALIST**\$36,472 – \$62,791****(Mental Health)**

Ensures systems are in place to maintain quality services to persons involved with substance abuse delivery network. Works with the other specialists on cross-disability issues (i.e. Housing, Employment, Homelessness, Financial, Community Collaborative, Care Review, etc.). Assist in program development to ensure the creation of a sustainable, broad, and integrated service array for adult and children involved with substance abuse based on local, state and federal guidelines; participates in development of interagency agreements and contracts; assists in securing qualified and capable service providers; Activities will include writing RFP/RFI scopes of services, completing grants and/or researching and making recommendations for acquiring additional funds. Provide leadership and guidance in the continued development and implementation of The Durham Center's Substance Abuse Plan. Develops and creates statistical reports related to job duties and provider performance. **Requires** any combination of education and experience equivalent to a bachelor's degree in mental health, public health, psychology, sociology, public administration or a related field and two years of experience in a community, business or governmental program that delivers mental health support services (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders). Masters degree and clinical experience desired.

Appointment Type: Regular
Date Posted: January 11, 2010
Closing Date: Open
Pos. No.: 40002279

PUBLIC HEALTH NURSE I**\$42,298 – \$72,816****(Public Health – School Health)**

Provides nursing care for students in 2-4 Durham Public Schools; provides instruction to students, staff and families regarding health issues and skilled procedures; consults with individual students, staff and families as needed. Teaches classes on particular health topics. Organizes groups within a school depending on school assignment. **Requires** a BSN degree, which includes a public health nursing rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular (Full-time, 10-month position)
Date Posted: December 14, 2009
Closing Date: Open
Position No.: 40001127

PUBLIC HEALTH NURSE I**\$42,298 – \$72,816****(Public Health – School Health)**

Provides nursing care for students in 2-4 Durham Public Schools; provides instruction to students, staff and families regarding health issues and skilled procedures; consults with individual students, staff and families as needed. Teaches classes on particular health topics. Organizes groups within a school depending on school assignment. **Requires** a BSN degree, which includes a public health nursing rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular (Full-time, 10-month position)
Date Posted: December 14, 2009
Closing Date: Open
Position No.: 40001129

PUBLIC HEALTH NURSE I**\$42,298 – \$72,816****(Public Health – School Health)**

Provides nursing care for students in 2-4 Durham Public Schools; provides instruction to students, staff and families regarding health issues and skilled procedures; consults with individual students, staff and families as needed. Teaches classes on particular health topics. Organizes groups within a school depending on school assignment. **Requires** a BSN degree, which includes a public health nursing rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular (Full-time, 10-month position)
Date Posted: December 21, 2009
Closing Date: Open
Position No.: 40005950

PUBLIC HEALTH NURSE II**\$46,687 - \$80,374****(Public Health – Community Health)**

Making home visits to high risk infants and young children to provide support for parents, including assistance with health care coordination, developmental screening, and health information. Provides direct assessment and instructional intervention; makes referrals as needed. **Requires** a BSN degree, which includes a public health nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular
Date Posted: February 1, 2010
Closing Date: Open
Position No.: 40001103

PUBLIC HEALTH NURSE II**\$46,678 - \$80,374****(Public Health – Community Health)**

Responsible for providing nursing services to students in assigned schools for 75% of position and for coordinating health care for at-risk youth for remaining 25% of position. Nursing services in schools includes instructions to students, staff, and families regarding health issues and skilled procedures; consultation with individual students, staff and families as needed; teaching classes on particular health topics; organizes groups within schools, depending on school assignment. Preference given to Certified School Nurse or must become certified within 3 years of employment. **Requires** a BSN degree which includes a public health nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular
Date Posted: February 1, 2010
Closing Date: Open
Position No.: 40001135

PUBLIC HEALTH NURSE II**\$46,687 - \$80,374****(Public Health – Community Health)**

Responsible for providing nursing services to students in assigned schools for 75% of position and for coordinating health care for at-risk youth for remaining 25% of position. Instructs students, staff, and families regarding health issues and skilled procedures; consults with individual students, staff and families as needed; teaches classes on particular health topics; organizes groups within schools, depending on school assignment. **Requires** a BSN degree which includes a public health nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular
Date Posted: December 14, 2009
Closing Date: Open
Position No.: 40001136

PUBLIC HEALTH NURSE II**\$46,687 - \$80,374****(Public Health – General Health Services)**

Perform communicable disease investigation, surveillance and outbreak management. Manages and coordinates patient care. Provide nursing interventions as needed. Assures treatment compliance according to standing orders and assures disease reporting as mandated by NC Communicable Disease laws. Predominate area of responsibility will be towards Tuberculosis Disease investigation and surveillance. **Requires** a BSN degree, which includes a public health nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience including one year in public health; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular
Date Posted: October 12, 2009
Closing Date: Open
Position No.: 40001927

PUBLIC HEALTH NURSE II**\$46,687 - \$80,374****(Public Health – Community Health)**

Person in this position works in the Durham Connects project and receives information on women who have recently delivered in an assigned geographical area and makes home visits to them and their babies. Visits include assessment of both mother's and baby's health and recovery, provision of health and parenting information, and referrals or resource information as needed. Spanish-speaking highly preferred. Requires a BSN degree, which includes a public health nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience including one year in public health; or an equivalent combination of education and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Provisional
Date Posted: November 23, 2009
Closing Date: Open
Position No.: 40005875

SENIOR PROGRAMMER ANALYST**\$49,052 – \$84,444****(Information Technology)**

Will work as a member of the IT development team with user departments to gather requirements, analyze business needs, investigate alternatives, design solutions and implement including coding, testing and support of new and existing web based database driven applications. Must be able to demonstrate good communications and technical skills as well as a team player and function effectively to implement change in a diverse organization. **Requires** any combination of education and experience equivalent to bachelor's degree in computer science, engineering, or other technology based field and 2 or more years of experience in web-based development. Should be proficient in a technical environment that includes: C#, ASP, VB .NET, RDDMS, SQL database design, or Team Foundation Server. Knowledge in other platforms and programming languages are a plus.

Appointment Type: Regular
Date Posted: February 8, 2010
Closing Date: Open
Position No.: 40000201

SOCIAL WORKER III**\$40,261 - \$69,307****(Social Services – Child Protective Services)**

Provides family assessments, forensic investigations and/or case management for families with substantiated reports of suspected child neglect and abuse as defined by the General Statutes of North Carolina. Conducts assessments of family dynamics and needs, prepares court summaries and participates in associated court proceedings. Makes difficult agency decisions regarding the removal of children from abusive and neglectful homes. Must have knowledge of child welfare policies and practices including but not limited to social work investigation, crisis intervention, family functioning and child development. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. Candidates with bilingual skills preferred.

Appointment Type: Regular
Date Posted: November 2, 2009
Closing Date: Open
Position No.: 40001428

SOCIAL WORKER III**\$40,261 - \$69,307****(Social Services – Child Protective Services)**

Provides family assessments, forensic investigations and/or case management for families with substantiated reports of suspected child neglect and abuse as defined by the General Statutes of North Carolina. Conducts assessments of family dynamics and needs, prepares court summaries and participates in associated court proceedings. Makes difficult agency decisions regarding the removal of children from abusive and neglectful homes. Must have knowledge of child welfare policies and practices including but not limited to social work investigation, crisis intervention, family functioning and child development. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. Candidates with bilingual skills preferred.

Appointment Type: Regular
Date Posted: January 18, 2010
Closing Date: Open
Position No.: 40001444

TECHNICIAN POSITIONS

COMMUNITY HEALTH ASSISTANT **(Public Health – Community Health)**

\$22,257 - \$38,319

Serves as Community Health Assistant in the Maternity Clinic, located at Lincoln Community Health Center. Responsible for doing initial weight check and vital sign screening on patients, collecting urine specimens, and maintaining flow of clinic by performing other tasks as assigned by charge nurse. Might also help with supply inventory, transporting specimens to the Health Department, etc. Assists with patient check-in when requested. **Requires** demonstrated possession of knowledges, skills, and abilities as stated above through at least one year of experience in performing similar tasks in a hospital, clinic, nursing home, medical corps, or other medical treatment program.

Preference given to applicants registered with the Board of Nursing Aide Registry.

Appointment Type: Regular
Date Posted: January 4, 2010
Closing Date: Open
Position No.: 40001093

COMMUNITY HEALTH ASSISTANT **(Public Health – Community Health)**

\$22,257 - \$38,319

Serves as Community Health Assistant in the Maternity Clinic, located at Lincoln Community Health Center. Responsible for doing initial weight check and vital sign screening on patients, collecting urine specimens, and maintaining flow of clinic by performing other tasks as assigned by charge nurse. Might also help with supply inventory, transporting specimens to the Health Department, etc. Assists with patient check-in when requested. **Requires** demonstrated possession of knowledges, skills, and abilities as stated above through at least one year of experience in performing similar tasks in a hospital, clinic, nursing home, medical corps, or other medical treatment program.

Preference given to applicants registered with the Board of Nursing Aide Registry.

Appointment Type: Regular
Date Posted: January 4, 2010
Closing Date: Open
Position No.: 40001120

EMT – INTERMEDIATE **(Emergency Medical Services)**

\$27,119 - \$46,687

Performs responsible work in transporting patients of all ages and in rendering basic and advanced life support to a patient population that includes infants through older adults. **Requires** completion of the North Carolina Office of Emergency Medical Services training program or equivalent training program. Employment is contingent on passing a pre-employment drug screen and a skills validation program.

Special Requirements: EMT-Intermediate certification by the State of North Carolina; must have a valid NC driver's license and good driving record; must successfully complete the mandatory Fitness Screening.

Note: Must submit copy of EMT-I certification.

Appointment Type: Regular
Date Posted: February 8, 2010
Closing Date: February 19, 2010
Position No.: 40000791

- Pay for attending mandatory continuing education events

EMT – INTERMEDIATE**\$27,119 - \$46,687****(Emergency Medical Services)**

Performs responsible work in transporting patients of all ages and in rendering basic and advanced life support to a patient population that includes infants through older adults. **Requires** completion of the North Carolina Office of Emergency Medical Services training program or equivalent training program. Employment is contingent on passing a pre-employment drug screen and a skills validation program.

Special Requirements: EMT-Intermediate certification by the State of North Carolina; must have a valid NC driver's license and good driving record; must successfully complete the mandatory Fitness Screening.

Note: Must submit copy of EMT-I certification.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40000796

- Pay for attending mandatory continuing education events

PARAMEDIC I**\$31,449 – \$51,143****(Emergency Medical Services)**

Performs responsible work in rendering emergency and non-emergency medical aid and life-saving measures to critically ill or injured persons of all ages on basic and advanced life support levels. Requires successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program. Employment is contingent on passing a pre-employment drug screening and a skills validation program during the probationary period.

Special Requirements: North Carolina Office of Emergency Medical Services EMT-Paramedic certification, valid NC driver's license and a good driving record.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40000814

- Pay for attending mandatory continuing education events

PARAMEDIC I**\$31,449 – \$51,143****(Emergency Medical Services)**

Performs responsible work in rendering emergency and non-emergency medical aid and life-saving measures to critically ill or injured persons of all ages on basic and advanced life support levels. Requires successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program. Employment is contingent on passing a pre-employment drug screening and a skills validation program during the probationary period.

Special Requirements: North Carolina Office of Emergency Medical Services EMT-Paramedic certification, valid NC driver's license and a good driving record.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40000823

- Pay for attending mandatory continuing education events

PARAMEDIC I**\$31,449 – \$51,143****(Emergency Medical Services)**

Performs responsible work in rendering emergency and non-emergency medical aid and life-saving measures to critically ill or injured persons of all ages on basic and advanced life support levels. Requires successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program. Employment is contingent on passing a pre-employment drug screening and a skills validation program during the probationary period.

Special Requirements: North Carolina Office of Emergency Medical Services EMT-Paramedic certification, valid NC driver's license and a good driving record.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40000826

- Pay for attending mandatory continuing education events

PARAPROFESSIONAL POSITIONS**INCOME MAINTENANCE CASEWORKER II****\$29,933 - \$51,534****(Social Services – Family & Children Medicaid)**

Interview and determine eligibility for Family & Children Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keeps abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001340

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Adult Medicaid)**

Interview and determine eligibility for Adult Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keep abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001347

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Adult Medicaid)**

Interview and determine eligibility for Adult Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keep abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001531

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Adult Medicaid)**

Interview and determine eligibility for Adult Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keep abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001536

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Family & Children Medicaid)**

Interview and determine eligibility for Family & Children Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keeps abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: January 11, 2010

Closing Date: Open

Position No.: 40001543

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Work First)**

Interviews and determines eligibility for Work First Family Assistance. Initiates, processes and maintains an ongoing caseload of Work First clients. Performs in-depth assessments, gathers and documents information. Informs clients of all available programs and explains eligibility requirements. Makes referrals to appropriate programs or agencies. Assesses accuracy of information received to determine eligibility. Keeps abreast of rules and regulations governing all programs. Strong communication and organizational skills necessary. Must be a team player. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001576

INCOME MAINTENANCE CASEWORKER II**\$29,933 - \$51,534****(Social Services – Family & Children Medicaid)**

Interview and determine eligibility for Family & Children Medicaid Programs. Perform in-depth assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keeps abreast of rules and regulations governing all programs. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: February 8, 2010

Closing Date: February 19, 2010

Position No.: 40001585

OFFICE AND CLERICAL POSITIONS

STAFF ASSISTANT I (Election Support Team) **(Board of Elections)**

\$12.36/HR. - \$16.78/HR.

The ideal candidate must possess the desire to work for democracy and support the Board of Elections (BOE) professionally administering honest and fair elections. This is a non-partisan position. Strong communication skills, ability to follow directions, integrity, and people skills are necessary. Success in this position offers much satisfaction and community engagement. Basic election duties include but are not limited to: delivering election supplies to precincts, maintaining precinct inventory, verifying precinct telephone line availability, planting large outdoor voting signs, performing audits with precinct officials to ensure election law compliance. Selected candidate will use their vehicle for election travel and will be reimbursed via the standard County mileage reimbursement rate. **Requires** any combination of education and experience equivalent to high school graduation and six months successful work experience.

Special Requirement: Must be able to lift 40 lbs. Must possess a NC Driver's license and dependable, registered vehicle. This is a seasonal, temporary position (approximately 30 days) based on demand during election cycles. The recruitment for this position is based strictly on need; therefore, no appointment may be made for several months. Any candidate who is considered for an interview will be contacted by BOE staff directly. Only submit your application if you understand that there are no full time positions available at BOE at this time. For questions concerning the status of your application, contact the BOE directly at 919-560-0700.

Hours: Varies
Appointment Type: Seasonal/ Relief, Part-time (15%)
Date Posted: January 18, 2010
Closing Date: Open
Position No.: 40000116 (Various)

SKILLED CRAFT POSITIONS

OPERATIONS AND MAINTENANCE SPECIALIST II **(Engineering - Utilities Division)**

\$29,333 - \$51,534

Performs routine and technical work in the operation of sewage treatment at the County-owned Triangle Wastewater Treatment Plant, including but not limited to: SCADA monitoring, predictive and preventative maintenance, process control work, unloading and handling hazardous chemicals, maintaining operation logs, work rotating shifts and weekends as needed. Under limited supervision; interpret process control data, make recommendations for process changes to the Operations Manager, prepare reports, prepare schedules, and assist with special projects as needed. Reports to the Operations Manager or Maintenance and Collection Systems Manager. **Requires** any combination of education and experience equivalent to completion of high school and two years of experience in municipal or industrial wastewater treatment, laboratory operations, wastewater system inspection, or related experience.

Special Requirements: Must possess a NC Wastewater Grade III operator certification and within one year of employment obtain a Grade IV operator certification and must possess a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Trainee Appointment: High school diploma
Appointment Type: Regular
Date Posted: October 12, 2009
Closing Date: Open
Position No.: 40005579

Applications for the **Sheriff's Office** are located at the Judicial Building, 201 East Main Street, Durham, NC 27701. If you would like an application mailed to you, please contact the Sheriff's Department at (919) 560-0930.